

CORNELL UNIVERSITY  
OFFICIAL PUBLICATION

---

*New York State School of Industrial  
and Labor Relations*

A UNIT OF THE STATE UNIVERSITY OF NEW YORK

1951-52



## *Contents*

University Calendar.....	Inside Front Cover
Trustees and Advisory Council.....	4
Faculty and Administration.....	6
History and Purpose of the School.....	8
The Undergraduate Program.....	10
Vocational Opportunities.....	10
Admission of Undergraduate Students.....	11
Expenses for Undergraduate Students.....	13
Tuition and Fees.....	13
Housing and Living Costs.....	13
Scholarships and Financial Aid.....	14
Health Services and Medical Care.....	15
Degree Requirements.....	15
The Curriculum.....	15
Work-Training Requirement.....	17
University Requirements in Military and Physical Training	17
Undergraduate Courses of Instruction.....	18
Courses for Students in Other Divisions of the University.....	26
The Graduate Program.....	27
Organization of Graduate Work in Industrial and Labor Relations	27
Admission of Graduate Students.....	28
Expenses for Graduate Students.....	29
Graduate Assistantships, Scholarships, and Fellowships.....	29
Graduate Assistantships.....	29
Scholarships and Fellowships.....	30
Degree Requirements.....	30
Residence.....	30
Academic Programs.....	31
Approved Major and Minor Subjects.....	33
Graduate Courses and Seminars.....	35
Graduate Courses.....	35
Graduate Seminars.....	36
Summer Session.....	40
The Library.....	42
Extension.....	44
Research and Publications.....	46

## STATE UNIVERSITY OF NEW YORK BOARD OF TRUSTEES

Oliver C. Carmichael, *Chairman*  
Arthur H. Dean, *Vice Chairman*  
Mrs. Betty Hawley Donnelly  
Charles Garside  
Norman S. Goetz  
Frederick F. Greenman  
George Edmund Haynes  
Paul Klapper

Irving Langmuir  
Earle J. Machold  
Frank C. Moore  
Joseph J. Myler  
Edward N. Scheiberling  
Henry D. Sherwood  
Mrs. Emily Smith Warner

Alvin C. Eurich, *Ph.D., LL.D., Litt.D.*  
President of the University

## THE BOARD OF TRUSTEES, CORNELL UNIVERSITY

Neal Dow Becker, *Chairman*  
Victor Butterfield  
Matthew Carey  
William D. P. Carey  
Walker L. Cisler  
John L. Collyer  
Frank S. Columbus  
William B. Cornell  
Edward R. Corsi  
Arthur H. Dean  
Cornelis W. de Kiewiet  
Thomas E. Dewey  
Mary H. Donlon  
C. Chester DuMond  
Victor Emanuel  
Horace C. Flanigan  
Edward E. Goodwillie  
Larry E. Gubb  
Oswald D. Heck  
Louis Hollander  
Ruth F. Irish  
Herbert Fisk Johnson  
Harold Keller

Albert K. Mitchell  
Frank C. Moore  
Thomas A. Murray  
Nicholas H. Noyes  
Franklin W. Olin  
John S. Parke  
Thomas W. Pew  
George R. Pfann  
Joseph P. Ripley  
Francis H. Scheetz  
Jacob G. Schurman, Jr.  
Fred H. Sexauer  
Harold M. Stanley  
Harry G. Stutz  
Myron C. Taylor  
Walter C. Teagle  
Robert E. Treman  
Elbert P. Tuttle  
Maxwell M. Upson  
Preston A. Wade  
J. Carlton Ward, Jr.  
L. A. Wilson

## Faculty Representatives

Howard B. Adelmann  
Herrell DeGraff

Joseph C. Hinsey  
Frederick G. Marcham



# *Advisory Council*

1950-51

Cornelis W. de Kiewiet, *Acting President and Provost of the University\**

Martin P. Catherwood, *Dean of the School\**

John L. Collyer, *President, The B. F. Goodrich Company*

Frank S. Columbus, *Chairman, New York State Legislative Board, Brotherhood of Locomotive Firemen and Enginemen*

Edward R. Corsi, *Industrial Commissioner, State of New York\**

Mary H. Donlon, *Chairman, New York State Workmen's Compensation Board*

Victor Emanuel, *President and Chairman, The Avco Manufacturing Corporation*

Willard I. Emerson, *Vice-President for University Development*

Alvin C. Eurich, *President of the State University of New York\**

Marion B. Folsom, *Treasurer, Eastman Kodak Company*

Harold J. Garo, *Secretary-Treasurer, New York State CIO Council*

William B. Groat, *former Counsel, New York State Joint Legislative Committee on Industrial and Labor Conditions*

Martin F. Hilfinger, *President, Associated Industries of New York State, Inc.*

Louis Hollander, *President, New York State CIO Council*

Harold Keller, *Commissioner of Commerce, State of New York\**

Thomas A. Murray, *President, New York State Federation of Labor*

Carol V. Newsom, *Associate Commissioner, State Education Department, University of the State of New York\**

George R. Pfann, *Attorney, G L F Exchange, Ithaca, New York*

George Sturges, *Secretary-Treasurer, Buffalo Federation of Labor*

Lewis A. Wilson, *Commissioner of Education, State of New York\**

\*Ex officio members.

## *Faculty and Administration*

Cornelis W. de Kiewiet, Ph.D., *Acting President of the University*

Edmund Ezra Day, *President Emeritus*

Martin P. Catherwood, Ph.D., *Dean of the School and Professor*

Leonard Palmer Adams, Ph.D., *Director of Research and Professor*

Earl Brooks, M.S., *Assistant Dean of the School and Professor*

Ralph Norton Campbell, M.B.A., *Director of Extension and Professor*

Carl Arnold Hanson, Ph.D., *Director of Student Personnel and Professor*

James Gormly Miller, B.S., in L.S., *School Librarian and Associate Professor*

Robert F. Risley, M.S. in I.L.R., *Administrative Assistant*

Robert L. Aronson, M.S., *Assistant Professor*

Charles Kenneth Beach, Ph.D., *Professor*

David Billmyer, M.A., *Research Associate*

Isadore Blumen, M.A., *Assistant Professor*

John M. Brophy, Ph.D., *Associate Professor*

Temple Burling, M.D., *Professor*

James Campbell, Ph.D., *Assistant Professor*

Jesse Thomas Carpenter, Ph.D., *Associate Professor*

Mills Gardner Clark, Ph.D., *Assistant Professor*

Richard Dean, M.S., *Assistant Professor*

Frances P. Eagan, A.M., *Research Associate*

Leone Eckert, M.B.A., *Research Associate*

Eleanor Emerson, A.B., *Associate Professor*

Lynn Arthur Emerson, Ph.D., *Professor*

Marten Sutherland Estey, M.A., *Assistant Professor*

Robert Harry Ferguson, Ph.D., *Associate Professor*

Felician Francis Foltman, Ph.D., *Assistant Professor*

Paul Gordon, M.B.A., *Assistant Professor*

Lois Spier Gray, A.B., *Field Representative, Buffalo*

John James Jehring, M.A., *Assistant Professor*

Vernon Hortin Jensen, Ph.D., *Professor*

James W. Johnson, B.S., *Instructor*

Milton R. Konvitz, Jur.D., Ph.D., *Professor*

- Ardemis Kouzian, A.B., *Field Representative, Albany*  
Alexander Hamilton Leighton, M.D., *Professor of Sociology and Anthropology*  
Edith Lentz, M.A., *Research Associate*  
Duncan MacIntyre, Ph.D., *Assistant Professor*  
Philip John McCarthy, Ph.D., *Associate Professor*  
John Wilkinson McConnell, Ph.D., *Professor (on leave during 1950-51)*  
Jean Trepp McKelvey, Ph.D., *Associate Professor*  
Royal Ewart Montgomery, Ph.D., *Professor of Economics*  
Joseph Edward Morton, Jur.D., D.Sc., *Professor (on leave during 1950-51)*  
Philomena Mullady, M.S., *Assistant Professor*  
Bernard G. Naas, B.S. in L.S., *Assistant School Librarian*  
Maurice Frank Neufeld, Ph.D., *Professor*  
Edgar Parsons, Ph.D., *Assistant Professor (on leave during 1950-51)*  
Jean Ann Gow, M.S. in I.L.R., *Instructor*  
Michael Puchek, M.S. in I.L.R., *Research Associate*  
Kathryn Ernst Ranck, A.B., *Placement Counselor*  
Effey L. Riley, M.A., *Director of New York Office and Associate Professor*  
Leonard Sayles, Ph.D., *Research Fellow*  
Alpheus Waldo Smith, Ph.D., *Assistant Director of Extension and Professor*  
John Newton Thurber, Ph.D., *Assistant Professor*  
N. Arnold Tolles, Ph.D., *Professor*  
William Foote Whyte, Ph.D., *Professor*  
Bertram Francis Willcox, A.B., LL.B., *Professor of Law*  
Andrew Leon Winsor, Ph.D., *Director of the School of Education and Professor*

## *History and Purpose of the School*

THE New York State School of Industrial and Labor Relations at Cornell University was authorized in 1944 by act of the New York State Legislature as the first institution in the country to offer a comprehensive program of professional training at the undergraduate and graduate levels in the field of industrial and labor relations. In addition to resident instruction, research and extension work were also provided as integral parts of the program to fulfill the broad purpose for which the School was created.

The law under which the School functions states its objectives and purposes in the following terms:

It is necessary that understanding of industrial and labor relations be advanced; that more effective cooperation among employers and employees and more general recognition of their mutual rights, obligations, and duties under the laws pertaining to industrial and labor relations in New York State be achieved; that means for encouraging the growth of mutual respect and greater responsibility on the part of both employers and employees be developed; and that industrial efficiency through the analysis of problems relating to employment be improved.

...it is hereby declared to be the policy of the state to provide facilities for instruction and research in the field of industrial and labor relations through the maintenance of a school of industrial and labor relations.

The object of such school shall be to improve industrial and labor conditions in the state through the provision of instruction, the conduct of research, and the dissemination of information in all aspects of industrial, labor, and public relations, affecting employers and employees.

The School came into existence at Cornell University on November 5, 1945, with the admission of its first group of resident students. Subsequently, the research and extension programs were initiated and the School moved forward to meet the responsibilities stipulated in its legislative mandate.

With the creation of the State University of New York in 1948, the School of Industrial and Labor Relations, as one of the four state-supported units at Cornell University, became an integral part of the State University of New York. "Created to provide a comprehensive and adequate program of higher education," the State University now includes more than thirty educational institutions. The School of Industrial and Labor Relations, functioning in this broad context, offers training and research facilities in this important field to serve the needs of the state.

The School operates through three major functional divisions: (1)

undergraduate and graduate resident instruction, (2) extension, and (3) research and information. In each of the divisions programs are carried on to serve impartially the needs of labor and management in the field of industrial and labor relations. Professional training is provided at the undergraduate and graduate levels for young men and women who look forward to careers in labor unions, in business, or in government agencies. Through the Extension Division instruction is offered throughout the state on a noncredit basis to men and women already engaged in labor relations activities, as well as to the general public. Closely related to the work in resident instruction and extension, the Research and Information Division is concerned with the development of materials for resident and extension teaching and the conduct of studies in the field of industrial and labor relations. This Division is also responsible for the dissemination of such research data through its publication program.

## *The Undergraduate Program*

**S**TUDENTS pursuing a program leading to the Bachelor of Science degree are required to complete four years of academic work.

Courses in the first and second years of the undergraduate program give the student a broad educational background in the social sciences and in the techniques of analysis and expression. In the third and fourth years, courses directly concerned with labor-management relations and related fields are emphasized.

As an important supplement to the normal classroom instruction, the School regularly brings to the campus a substantial number of visitors and lecturers from labor, management, and public agencies. These men and women provide a continuing contact with the field through lectures in classes and informal discussion. Important also in this connection is the Mary Donlon Lectureship series, in which outstanding speakers present current information on workmen's compensation and related social security subjects.

### VOCATIONAL OPPORTUNITIES

Graduates of the School of Industrial and Labor Relations use their training as preparation for employment directly in the field of labor relations, to enter jobs in related areas, and as a basis for further professional education. In the field of industrial relations, opportunities exist in many branches of the state and federal government, with business and industry, and to a lesser extent, in organized labor.

Graduates who choose to work for state and federal governmental agencies may be employed in such positions as administrative assistants, personnel technicians, economists, technical aides, or research associates. These positions, for the most part, are filled through competitive civil service examinations designed for college seniors interested in entering government service. Some graduates also may be qualified for noncivil service assignments with government-operated agencies such as the TVA and the Atomic Energy Commission.

Students interested in careers with management organizations have a variety of opportunities available to them. They may be employed by industry and business organizations to work directly in employment administration, training, wage and salary administration, services and welfare, labor relations, personnel counseling, research, and public relations. Work in these specialized areas may also be obtained following a period of training or production work.

Graduates interested in work in organized labor may anticipate employment in two principal areas of trade union activity. The first of these comprises work in the line structure of the union and usually entails a substantial period of service in a local union prior to the assumption of positions of responsibility. The other area comprises the technical staff functions such as research, public relations, and educational work, into which those qualified may move directly.

Industrial and labor relations training also prepares the students for personnel and public relations work in hospitals, consulting firms, trade associations, and chambers of commerce. Community service organizations are increasingly looking for young college-trained people to plan effective programs for young adult groups.

Career opportunities are also available for those interested in teaching on both the secondary and the college level. For this group, preparation will entail the completion of prescribed programs for meeting state certification or the completion of advanced study beyond the Bachelor's degree necessary for preparation for teaching on the college level. Similarly, those preparing for law or for advanced study in specialized fields undertake such work following the completion of the requirements for the Bachelor's degree.

## ADMISSION OF UNDERGRADUATE STUDENTS

Admission to the undergraduate program may be gained through matriculation as a freshman, as a transfer student from another college or university, or, in limited instances, as a Special Student not in candidacy for a degree. In making its selection, the School will endeavor to secure geographic representation of qualified students from all parts of New York State. A limited number of students from other states and nations will also be admitted.

The Admissions Committee will select students in terms of the following criteria:

### 1) *Academic Preparation:*

a) *Freshmen:* A candidate for admission as a freshman must satisfactorily complete secondary school subjects carrying a value of 15 entrance units. The recommended academic subjects in which these units may be offered are English, Social Studies, Science, Mathematics, and Foreign Language. Applicants from New York State are required to submit either a report of secondary school certification or the results of the Regents Examinations in subjects which are offered for entrance. Applicants from outside New York State are required to submit the results of the Scholastic Aptitude Test of the College Entrance Examination Board Tests. Applicants who plan to take the College Board Tests may obtain a descriptive bulletin listing the



places and times they are given by writing to the College Entrance Examination Board, Box 592, Princeton, New Jersey.

b) *Transfer Students*: A student who has attended another college or university and desires to transfer to the undergraduate program in the School should submit an official transcript from the institution he has attended, giving evidence of good standing and a statement of his secondary school record on a blank supplied by the Director of Admissions.

c) *Special Students*: A candidate for admission as a Special Student must demonstrate competence to pursue successfully college level work in this field. In addition to evidence of extensive appropriate work experience the candidate will be required to complete such other testing program as may be recommended by the Admissions Committee. Admission to Special Student status is limited to mature persons who present evidence of extensive experience and competence for academic work. Special Students will follow an approved program and normally are not candidates for a degree.

2) *Personal Qualifications*: Demonstrated ability to work cooperatively with other individuals and groups and for leadership in promoting these cooperative relationships will be given substantial weight in selection of all candidates.

3) *Work Experience*: Evidence of work experience either on a full-time or a part-time basis is desirable. Freshmen and transfer applicants who have not had work experience may be required to spend the summer prior to their matriculation in gainful employment in addition to the work-training requirements described in the undergraduate curriculum.

The School follows the admissions procedure of Cornell University as described on pages 31-37 of the *General Information* booklet, which may be obtained by writing to Official Publication, Administration Building. The official application blanks can be obtained from the Director of Admissions, Cornell University. In addition, each applicant is required to submit a 500-word statement (preferably typewritten) indicating the nature of his work experience and the basis of his interest in the field of industrial and labor relations. The application materials required of all applicants must be in the hands of the Director of Admissions of Cornell University by the following dates: for spring term: December 1; for fall term: March 1.

Personal interviews with students applying for admission are conducted by the Admissions Committee. Interviewers from the School visit central localities in the state during each admissions period for this purpose. Applicants are advised in advance concerning the interview schedule. Students from outside the State of New York should,



if at all possible, arrange for a visit to Ithaca early in the admissions period to complete this interview.

The School has for several years followed the policy of admitting freshmen only for the September term inasmuch as first-year student programs cannot be arranged beginning at the February term. Students applying as transfer candidates may be admitted in the September term and in the February term.

## EXPENSES FOR UNDERGRADUATE STUDENTS

### TUITION AND FEES

Tuition is free to undergraduate students who, at the time of their admission are, and for at least 12 months prior thereto, have been bona fide residents of the State of New York. All students pay University fees.

Out-of-state students pay tuition of \$150 a term or \$300 for the academic year, plus University fees.

Tuition and other fees which the student must pay each term are listed as follows. (Matriculation fee is charged only at the time of first registration, and graduation fee is charged only for the term in which the degree is granted.)

#### For all students:

*Tuition (waived for state residents).....	\$150.00
*School and University General Fee.....	50.00
Books and materials (estimated average).....	30.00
Total including tuition.....	\$230.00

#### For new students (first term in residence only):

*Deposit with treasurer (paid prior to entrance).....	\$ 25.00
Draw from this:	
Matriculation costs.....	\$13.00
†Guaranty fund to be retained until graduation; may then be returned.....	12.00

#### For seniors (semester in which degree is granted):

Graduation fee.....	\$ 10.00
---------------------	----------

\*Special Students also are held for these fees.

†Regular and Special Students taking honorable dismissal will have a return on this when the dismissal is granted.

### HOUSING AND LIVING COSTS

Information about housing and living costs is contained in the *General Information* booklet of the University.

## SCHOLARSHIPS AND FINANCIAL AID

A booklet describing all the scholarships and loan funds of the University can be obtained by prospective students from the Director of Admissions and by students in residence from the Dean of Men. Residents of New York State are also advised to investigate the opportunities for state scholarships offered through the New York State Department of Education. Opportunities for part-time work in University operations are described in the *General Information* booklet. In addition to the University resources, the School has the following scholarship funds for students who have completed one or more terms in the School.

*Borden Industrial and Labor Relations Scholarship Award.* An award of \$300 made at the beginning of the senior year to the undergraduate man or woman who has achieved the highest average grade among the members of the senior class for the four most recent terms of academic work in the School of Industrial and Labor Relations.

*Daniel Alpern Memorial Prizes:* Awards of \$100 are made to outstanding graduates elected by the Faculty on the basis of scholarship and student activities.

*Daniel Alpern Memorial Scholarship:* Grants of \$100 to \$500 a year are made to needy and able undergraduate students.

*Father William J. Kelley, O.M.I., Scholarship* (given by Local Union No. 3 of the International Brotherhood of Electrical Workers, AFL, in honor of Father William J. Kelley, O.M.I.): Open to undergraduate students who are sons or daughters of members of Local Union No. 3.

*Frank J. Doft Memorial Fund:* Grants are made to needy and capable undergraduate students with preference for the physically handicapped.

*Industrial and Labor Relations Scholarship Fund:* Open to undergraduate men and women in the School of Industrial and Labor Relations who have completed at least one term in residence. Annual award, \$100-\$400. Awarded on the basis of scholarship and financial need.

*Nonresident Tuition Scholarships:* Open to students who are not residents of New York State. One of the purposes of these scholarships is to assist students from foreign countries, but when no qualified foreign students are available, the scholarships may be extended to any qualified out-of-state students. Annual award, \$300 applicable to tuition only. Tenure, not limited. Four scholarships. Need and academic achievement considered.

*Sidney Hillman Memorial Scholarship:* Grants of \$200 to \$500 a year are made to needy and able undergraduate students.

Inquiries should be directed to the Director of Student Personnel.

## HEALTH SERVICES AND MEDICAL CARE

These services are centered in the University Clinic or out-patient department and in the Cornell Infirmary or hospital. Students are entitled to unlimited visits at the Clinic; laboratory and X-ray examinations indicated for diagnosis and treatment; hospitalization in the Infirmary with medical care for a maximum of fourteen days each term and emergency surgical care. The cost for these services is included in the College and University general fee. For further details, including charges for special services, see the *General Information* booklet.

## DEGREE REQUIREMENTS

To be eligible for the degree of Bachelor of Science, students are required to complete successfully the prescribed curriculum and electives of 120 credit hours, the work-training requirements, and the Physical Training and Military Science requirements of the University. The nature of these requirements is described below.

In order to maintain good standing in the School and to be eligible for graduation the student must have an average of at least 70 per cent in all subjects taken at the University. The passing grade for a course in the University is 60 per cent.

Students entering by transfer may expect to receive credit toward these requirements in accordance with the policies of the School. A statement describing the transfer credit policy is available on request. In general, credit is granted for courses of satisfactory quality and content which are equivalent to the required courses. In addition, credit for elective courses completed satisfactorily is limited in direct proportion to the amount of required hours met but not to exceed a maximum of 21 elective credit hours. In all instances students entering by transfer will be required to complete a minimum of four terms of residence in the School, irrespective of the amount of transfer credit granted. It should be noted that admission by transfer may result in a loss of credit because of the nature of the curriculum.

### THE CURRICULUM

The following outline of the curriculum indicates its scope and specialization. Complete course descriptions can be found on pages 18-26. Students must complete 120 hours of academic work, 90 hours of which are required subjects, plus the work-training requirements, plus the University's required courses in Physical Training and, for men, the required courses in Military Science and Tactics.

Many of the courses of the freshman and sophomore years are offered by the faculties of other colleges of the University. Italicized courses are offered by the staff of the School. Only courses required by the School are listed below.

## FRESHMAN YEAR

<i>First Semester</i>	<i>Credits</i>	<i>Second Semester</i>	<i>Credits</i>
English 111 (A&S)*	3	English 112 (A&S)	3
<i>Development of Economic Institutions</i> 190	3	<i>Development of Economic Institutions</i> 191	3
Anthropology 103 (A&S)	3	Accounting 84 (HA)	3
American National Government 101 (A&S)	3	<i>Industrial Occupations &amp; Processes</i> 192	3
Psychology 101 (A&S)	3	Organization & Management of Production 3236 (Eng)	3
	—		—
	15		15

Work-training — 10 weeks

## SOPHOMORE YEAR

<i>Development of American Ideals</i> 290	3	<i>Development of American Ideals</i> 291	3
Economics 105 (A&S)	3	Economics 106 (A&S)	3
<i>The Corporation</i> 240	3	<i>Personnel Administration</i> 260	3
<i>Human Relations</i> 220	3	<i>Economic and Social Statistics</i> 211	3
<i>Statistics I</i> 210	3	Speech 101 (A&S)	3
	—		—
	15		15

Work-training — 10 weeks

## JUNIOR YEAR

<i>Labor Union History and Admin.</i> 350	3	<i>Labor Union History and Admin.</i> 351	3
<i>Business &amp; Industrial History</i> 390	3	<i>Labor Relations Law &amp; Legislation</i> 300	3
<i>Economics of Wages &amp; Employment</i> 340	3	<i>Protective Labor Legislation</i> 370	3
Elective	3	Elective	3
Elective	3	Elective	3
	—		—
	15		15

Work-training — 10 weeks

## SENIOR YEAR

Humanities (A&S)	3	Humanities ((A&S)	3
<i>Labor Relations Contract Making &amp; Administration</i> 400	3	Elective	3
<i>Social Security</i> 470	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
	—		—
	15		15

## \*Abbreviations:

A&S: College of Arts and Sciences  
 Eng: College of Engineering  
 HA: Hotel Administration

## WORK-TRAINING REQUIREMENT

Every candidate for the undergraduate degree from the New York State School of Industrial and Labor Relations must have completed thirty weeks of work-training (or its equivalent) off the campus. These programs are designed to give the trainees first-hand work experience and an understanding of the viewpoints, problems, and procedures of both management and labor in the conduct of industrial and labor relations.

The work-training program for the individual student will be in terms of his experience level and will be designed to provide the optimum integration of experience and education. During each summer the student will be required to spend at least ten weeks in gainful employment. As a minimum, work-training should bring the student into close contact with basic productive, distributive, or service activity, with more advanced experience in industrial and labor relations gained with a labor union, with a business enterprise, with a government agency, or in other appropriate activity. A trainee will usually be paid by the employer the standard wage for the job which he does.

Each student will be responsible for obtaining his summer employment. The School will, however, actively assist in the procurement of summer employment opportunities.

*Bureau of National Affairs Internship.* One of the summer work opportunities for which men and women students may compete is an internship in the labor relations editorial field. This internship, open to a man or woman in the junior class, carries a stipend of \$400 for a period of ten weeks, starting in June. Selection is in terms of academic achievement and interest in the labor relations editorial field.

## UNIVERSITY REQUIREMENTS IN MILITARY TRAINING AND PHYSICAL TRAINING

*Military Training.*...All physically qualified undergraduate men who are American citizens must take military training during their first four terms. Enrollment in the basic course of Military Science and Tactics or Air Science and Tactics, or in the first two years of Naval Science satisfies this requirement. Students transferring to Cornell from other institutions are exempt from part or all of the requirement, according to the number of terms of residence in college before transfer, and service in the armed forces in World War II also satisfies the military training obligation. Entering students who have had ROTC training in secondary or military schools are requested to bring WD AGO Form 131 — Student's Record for presentation to the Military Department at the time of registration. (See the *Announcement of the Independent Departments.*)

Students with the necessary preparation may fulfill the requirements

of the NROTC program and also qualify for a degree from the School of Industrial and Labor Relations. Such students must meet all of the regular requirements for graduation from the School as well as those prescribed by the Bureau of Naval Personnel.

*Physical Training.*...All undergraduates must pursue four terms of work, three hours a week, in Physical Training. Ordinarily, this requirement must be completed in the first two years of residence; postponements are to be allowed only by consent of the University Faculty Committee on Requirements for Graduation.

Exemption from this requirement may be made by the Committee designated above, when it is recommended by the Medical Office, by the Department of Physical Education, or because of unusual conditions of age, residence, or outside responsibilities. An exemption recommended by the Department of Physical Education shall be given only to students who meet standards of physical condition established by the Department of Physical Education and approved by the Committee on Requirements for Graduation. Students who have been discharged from the armed services may be exempted.

For students entering with advanced standing, the number of terms of Physical Training required is to be reduced by the number of terms which the student has satisfactorily completed (whether or not Physical Training was included in his program) in a college of recognized standing.

## UNDERGRADUATE COURSES OF INSTRUCTION

### REQUIRED COURSES

#### FRESHMAN YEAR

*ENGLISH* (A&S)\* 111, 112. Credit three hours a term. 111 is a prerequisite to 112. Fall and spring terms respectively.

Introductory course in reading and writing. The aim of the course is to increase the student's ability to communicate his own thoughts and to understand the thoughts of others.

*ACCOUNTING* (HA) 84. Credit three hours. Spring term.

Fundamental principles of accounting with emphasis on the interpretation of financial statements, depreciation, valuation of inventories, significance of changes in price levels, problems in profit determination, payroll costs.

*PSYCHOLOGY* (A&S) 101. Credit three hours. Either term.

An introduction to the scientific study of behavior and experience, covering such topics as perception, motivation, emotion, learning, the higher thought processes,

---

\* *Abbreviations:*

A&S — College of Arts and Sciences

Eng — College of Engineering

ILR — School of Industrial and Labor Relations

HA — Hotel Administration



personality, and individual differences. This course is prerequisite to further work in the Department of Psychology.

*ANTHROPOLOGY* (A&S) 103. Credit three hours. Fall term.

An introduction to cultural anthropology: the comparative study of human relations in a variety of cultures; the component parts of culture and their interrelationship; processes involved in changing cultures.

*DEVELOPMENT OF ECONOMIC INSTITUTIONS* (ILR) 190, 191. Credit three hours each term. Fall and spring terms respectively. Open only to ILR students.

This course is designed to give the student an understanding of the historical development of our economic institutions and the nature of the problems incident to economic change and development as part of the background for understanding and analysis of the basic present-day issues in the field of industrial and labor relations.

*INDUSTRIAL OCCUPATIONS AND PROCESSES* (ILR) 192. Credit three hours. Either term. Open only to ILR students.

An overview course in industrial occupations and processes. Weekly field trips include visits to representative plants within traveling distance of Ithaca.

*AMERICAN NATIONAL GOVERNMENT* (A&S) 101. Credit three hours. Fall term.

A general introduction to American national government and politics. Emphasis is placed upon historical development, organization, powers, and practical working.

*ORGANIZATION AND MANAGEMENT OF PRODUCTION* (Eng) 3236. Credit three hours. Either term.

An introductory course in the field of industrial management covering Organizational Structure, including types of organization and a discussion of the organization of specific companies; Production Control, including layout, materials handling, planning, scheduling, routing, dispatching, and inspection; Worker Productivity, including motion study, time study, job evaluation, and incentive wage plans; and a brief discussion of problems in engineering economy, involving alternate solutions of problems, replacement of equipment, etc.

#### SOPHOMORE YEAR

*ECONOMICS* (A&S) 105, 106. Credit three hours. Fall and spring terms respectively.

A survey of the existing economic order, its more salient and basic characteristics, and its operations. Analysis of economic behavior and of the functioning of modern economic institutions. Study of the individual economic unit and of aggregative economic activity and data.

*STATISTICS I* (ILR) 210 (Statistical Reasoning). Credit three hours. Either term.

An introduction to basic concepts and applications of statistics: description of frequency distributions (averages, dispersion, and simple correlation) and introduction to statistical inference. This course may be taken as a prerequisite to certain of the specialized courses on applications of statistics offered in various departments.

*ECONOMIC AND SOCIAL STATISTICS* (ILR) 211. Credit three hours. Either term. Prerequisite: Statistics I, ILR 210, or equivalent.

Application of statistical techniques to the quantitative aspects of the social sciences and of industrial and labor relations. Topics illustrative of the material to be covered are: construction and use of index numbers, time series analysis, elements of the design of sample surveys, a brief introduction to the use of punched card equipment, and a descriptive coverage of quality control.

*HUMAN RELATIONS* (ILR) 220. Credit three hours. Fall term.

An analysis and appraisal of the social and psychological factors important in human relations in industry. The course is aimed at giving the student some general acquaintance with the field and some methods for approaching the human problems he is likely to encounter. Topics covered include appropriate orientation in terms of natural and social science, the equilibrium of the individual, the equilibrium of the group, factors affecting productivity, and the properties of industrial hierarchies.

*THE CORPORATION* (ILR) 240. Credit three hours. Fall term.

The corporation compared with other forms of business organizations. Interpretation of financial statements, internal organization and control of corporation operations, organized securities exchanges, the role of the modern business corporation as a social and economic institution.

*PERSONNEL ADMINISTRATION* (ILR) 260. Credit three hours. Either term.

A study of the ways of working with employees, as individuals and in groups, to ensure the best use of individual capacities, the greatest amount of personal and group satisfaction, and maximum service to the employing organization. Consideration is given to the development and organization of personnel administration, factors influencing the administration and appraisal of personnel functions, including recruitment, selection, training and communications, job evaluation, compensation, performance rating, transfer, promotion, separation, employee services, health and safety, records and reports, and research.

*DEVELOPMENT OF AMERICAN IDEALS* (ILR) 290, 291. Credit three hours each term. Fall and spring terms respectively. Not open to freshmen.

A historical and critical examination of Western, particularly American, political and social ideals, their origins and development.

The first semester will be concerned with the development and character of institutions and ideals prior to the 20th century; e.g., representative government, rule of law, religious toleration; ideas of justice and natural law; social and economic status and mobility. Readings are taken from the classics of political and social thought.

The second semester will be directed to interests pressing and secured in contemporary American institutions and thought, including the police power, the general welfare, the role of property and contract, and the constitutional freedoms and rights. The legislative, administrative, and judicial processes in Western society will be studied and comparisons made with totalitarian institutions.

## JUNIOR YEAR

*LABOR RELATIONS LAW AND LEGISLATION* (ILR) 300. Credit three hours. Spring term.

A study of the common law and legislation relating to labor relations, on both federal and state levels. The antitrust laws as they affect labor relations, the Norris-LaGuardia Act, the Wagner Act, the Taft-Hartley Act, and the more recent legislative proposals and enactments will receive special consideration. Decisions of courts and labor relations boards will be studied and discussed.

*ECONOMICS OF WAGES AND EMPLOYMENT* (ILR) 340. Credit three hours. Either term. Prerequisite: Economics 105 and 106 or the equivalent.

A general analysis of the economic factors in the determination of wages and the terms of employment. Major aspects of the following topics will be studied: composition of the labor force; trends in money and real earnings and national income; theories of wages; trade union policies and practices and their effects upon wages



and employment; economic aspects of governmental regulation of wages and hours; employment theories and policies.

*LABOR UNION HISTORY AND ADMINISTRATION* (ILR) 350. Credit three hours. Fall term. Prerequisites: Economics 105-106.

ILR 350 constitutes the first semester of a one-year course. During the initial half of the course, the historical development of American labor movements before the Civil War and the administrative problems they faced are briefly surveyed. Special emphasis, however, is placed upon the rise of organized labor movements in the United States since 1865. The external as well as the internal problems which have faced organizations such as the Knights of Labor, the AFL, and the CIO are discussed in detail. Throughout the semester, the structure, administrative processes, and management of the great federations of labor, as well as those of their constituent organizations, are correlated with the history of their development. Various theories of the labor movement which help to explain the history and administrative evolution of the American labor movement are treated.

*LABOR UNION HISTORY AND ADMINISTRATION* (ILR) 351. Credit three hours. Spring term. Prerequisite: ILR 350.

The second semester of this one-year course emphasizes the history, structure, government, and administrative procedures and problems of international unions in the American labor movement. In addition to a comprehensive review of the development of some fifteen international unions, detailed examination is made of labor union membership qualifications and rules, justice machinery, finances and dues, the labor press, research, education, public relations, political action, benefits and insurance, international activities, and cooperative ventures. Emphasis is placed upon the relationship between the internal operations of unions and their collective bargaining activities. Each student is expected to make an intensive study of the administrative organization and operation of one international union. Theories of administrative management are considered at the end of the semester.

*PROTECTIVE LABOR LEGISLATION* (ILR) 370. Credit three hours. Spring term.

A survey of the nature of the problems and the basis for state and federal legislation in the fields of industrial health and safety; minimum wages and hours; discrimination in employment; employment of women; and child labor. Special attention is given to state and federal minimum wage and hour laws, industrial health and safety regulations, and administrative organization.

*BUSINESS AND INDUSTRIAL HISTORY* (ILR) 390. Credit three hours. Fall term. Prerequisites: Economics 105, 106, and ILR 190, 191, or the equivalent.

An analytical study of the economic development of selected major industries in the United States, such as coal mining, steel, railroads, printing, textiles, automobiles, building construction. Among the topics studied are business organizations, technological developments, markets, costs and prices, extent of monopoly and competition. Emphasis is placed upon the relation of developments in the industry to the position of workers and to collective bargaining.

## SENIOR YEAR

*HUMANITIES* (A&S). Six credit hours. Either term.

Two courses in the Humanities (literature, fine arts, music). Selection to be made with guidance from the student's counselor.

*LABOR RELATIONS CONTRACT MAKING AND ADMINISTRATION* (ILR) 400. Credit three hours. Fall term. Prerequisite: ILR 300.

Analysis of substantive issues in labor relations, including a survey of the techniques and scope of contract making, with consideration of the problems growing out of administration, application, and interpretation of the collective agreement.

*SOCIAL SECURITY* (ILR) 470. Credit three hours. Fall term. Prerequisite: ILR 370.

A historical and analytical study of the philosophy, legislative history, administration, and economic and social effects of social security programs as protection against the risks of industrial accident, temporary and permanent disability, illness, old age, and unemployment. Proposals for modifying or extending American social security legislation will be critically examined. Attention will also be given to private and voluntary efforts to provide security, emphasizing the problems of integrating public and private programs.

## ELECTIVE COURSES

Students in the School, subject to the approval of the Student Personnel Division, may elect courses offered by other colleges in Cornell, as well as the following:

*DESIGN OF SAMPLE SURVEYS* (ILR) 310. Credit three hours. Spring term. (Inter-departmental course, Statistics 205.) Prerequisite: one term of Statistics.

Basic concepts of sampling theory and their application to experimental design in the social studies; accuracy and costs of various specific sampling designs, use of prior information, and problems of measurement (interviewers' bias, etc.).

*STATISTICS II* (ILR) 311. Credit three hours. Fall term. Prerequisite: Statistics 210.

Second term of elementary statistical methods course providing students with further basic training in statistical method. This course provides the necessary foundation for work in statistical inference and includes a treatment of confidence limits and tests of significance for percentages, means, variances, and correlation coefficients. A brief introduction will be given to multiple correlation and analysis of variance.

*PRINCIPLES OF HUMAN RELATIONS* (ILR) 320. Credit three hours. Spring term. Prerequisite: Human Relations, ILR 220. (For students outside ILR, other courses may be accepted as substitute prerequisites if special arrangements are made with the instructor.)

Description and illustrations of some principles governing human relations with particular reference to diagnosis and treatment of situations of social and psychological stress. Case material will be analyzed as a means of demonstrating use of the principles. Although emphasis is on problems important in industrial and labor relations, these will be considered in a broad social and cultural context.

*ORIGIN AND PRESENT PATTERNS OF INDUSTRIAL EDUCATION PROGRAMS* (ILR) 330. (Open to advanced undergraduate and graduate students.) Credit two hours. (Not offered in 1951-52.)

An overview course giving attention to factors which brought about the demand for industrial education; influence of leaders in education, industry, labor, and social work; scope and content of current programs in vocational-industrial, technical, and industrial arts education; influence of legislation on program development. The course will deal mainly with programs in public and private educational institutions but will include some discussion of the relationships of such programs with industrial management and with organized labor.

*DEVELOPMENT OF COURSES OF STUDY IN INDUSTRIAL EDUCATION*

(ILR) 332. (Open to advanced undergraduate and graduate students.) Credit two hours. Summer term.

Study of the principles and procedures of course-of-study development. Content will include objectives of general and vocational education and their bearing on courses of study; controls which influence courses; interrelationships of courses within the curriculum; evaluation of courses of study. Emphasis will be placed upon the development of specific courses based upon occupational and other analyses.

*DEVELOPMENT OF WRITTEN INSTRUCTIONAL MATERIALS* (ILR) 333. (Open to advanced undergraduate and graduate students.) Credit two hours. Fall term.

Study of the various types of instructional materials such as textbooks, instruction sheets, and manuals; conditions under which the various types are effective; methods of use of instructional materials; sources; the use of instructional materials in schools, industrial organizations, and organized labor. Considerable attention will be given to the procedures and techniques used in developing new instructional materials.

*CONFERENCE LEADERSHIP AND OTHER INSTRUCTIONAL METHODS* (ILR) 334. (Open to advanced undergraduate and graduate students.) Credit three hours. Either term.

Study of the various methods of instruction applicable to adult groups, with special reference to workers and supervisors in industry. Content will include a review of educational objectives and principles of learning; demonstration and discussion of on-the-job training, group teaching, conferences, panels, symposiums, role playing, and other methods; applications of these methods to specific situations. Special emphasis will be placed on group discussion leadership, and students will be expected to lead group discussions on current topics and problems.

*INDUSTRIAL AND TECHNICAL EDUCATION ON THE POSTSECONDARY LEVEL* (ILR) 336. (Open to advanced undergraduate and graduate students.) Credit two hours. Summer term.

A study of the historical background, present development, and trends in industrial education for adults and for recent high school graduates. Deals with technical institute education; industrial and technical education in the community college; pre-employment and occupational extension programs, including apprenticeship; patterns of organization and administration; relationships of these programs with the high school and the college; legislation; and a comparative study of developments in this field in various parts of the United States.

*JOB ANALYSIS—METHODS AND APPLICATION* (ILR) 361. Credit three hours. Fall term. Prerequisite: Personnel Administration.

The development and use of job analysis as a basic administrative tool in organization planning, labor relations, recruitment and training, supervision, and wage and salary administration. Special consideration is given methods of securing and recording job facts, use and verification of job descriptions and specifications and applications to job evaluation, merit rating and training. Other topics include: selection and training of analysts, job grading, selection of qualities and traits, and problems involved in planning, administering, maintaining, and revising programs for which job analysis provides the basic idea.

*INDUSTRIAL SAFETY* (ILR) 362. Credit three hours. Fall term. Open to juniors, seniors, and graduate students.

A study of the fundamentals of industrial accident prevention, with special emphasis on the human factor in the accident. Training in the installation of industrial safety programs with special emphasis on administrative and educational techniques.

*WAGE AND SALARY ADMINISTRATION* (ILR) 363. Credit three hours. Spring term. Prerequisite: Personnel Administration. Open to juniors, seniors, and graduate students.

The place and function of wage and salary administration in personnel administration. The course will include a review of job analysis, job description, and job evaluation. Major emphasis will be given to the administration of a wage and salary program, including development and implementation of policies, rate structures, elimination of inequities, appraisal of current practices, use of surveys, job standardization, merit rating and seniority, exempt and nonexempt jobs under Fair Labor Standards Acts.

*TRAINING IN INDUSTRY* (ILR) 364. Credit three hours. Spring term.

A study of purposes underlying the establishment of plant training programs; patterns of organization, administration, and operation; out-of-plant supplementary educational facilities; sources and qualifications of plant training personnel; and types of programs such as orientation, on-the-job training, apprenticeship, supervisor and executive training, and out-of-hours courses.

*SOURCES AND MATERIALS IN INDUSTRIAL AND LABOR RELATIONS* (ILR) 391. Credit three hours. Spring term.

The objective of the course is to give the student some familiarity with the broad range of material available in the fields of study with which the School is concerned. It consists primarily of an introduction to the published and documentary sources of information and statistical data, a survey of the agencies responsible for this material, and methods of library research. Individual problems are used to familiarize students with the nature and use of various kinds of source material.

*AUDIO-VISUAL METHODS* (ILR) 392. Credit three hours. Spring term. Open to juniors, seniors, and graduate students.

A discussion of the effectiveness of audio-visual methods as a means of communication. Training in the preparation and proper use of audio-visual materials and the methods of operation of various kinds of audio-visual devices. Stress is placed on the contributions of audio-visual methods to the solution of problems of mass communication.

*LABOR RELATIONS CASE ANALYSIS* (ILR) 401. Credit three hours. Spring term. Open only to seniors who have taken ILR 400.

Intensive study of current and recent situations and cases in the field of labor relations, ranging from nationally important issues to localized plant issues in various industries. The purpose of this course is to give an opportunity for a more complete and thorough analysis of the problems in labor relations.

*GOVERNMENTAL ADJUSTMENT OF LABOR DISPUTES* (ILR) 402. Credit three hours. Fall term.

A historical and contemporary study of the role of government in the adjustment of labor disputes, including such topics as the Railway Labor Act, War Labor Disputes Act, legislation dealing with national emergency strikes and state compulsory arbitration statutes; the leading administrative agencies in this field, including the Federal Mediation and Conciliation Service, state mediation agencies with special emphasis on the New York State Board of Mediation and municipal mediation services; and an analysis of the various governmental techniques for dealing with labor disputes including injunctions, seizure, and compulsory arbitration.

*WAGE STRUCTURES* (ILR) 440. Credit three hours. Spring term. Prerequisite: ILR 340 or its equivalent.

Analysis of the behavior of wages in different types of labor markets. Differences in wages as between industries, regions, localities, establishments, occupations, and individual workers. Relations between wage rates and other aspects of employment. Impact of the policies of managements, unions, and governments. Effects of wage differences on costs, efficiency, income and employment.

*WAGE TRENDS* (ILR) 441. Credit three hours. Spring term. Prerequisite: ILR 340 or its equivalent.

Analysis of trends in money and real wages, annual earnings, and relative economic status of employees in various individual industries and in the economy as a whole. Evaluation of the factors which influence changes in wage levels in the long and short run and of the effects of such changes upon the economic welfare of workers and the economy.

*HEALTH, WELFARE, AND PENSION PLANS* (ILR) 471. Credit three hours. Spring term. Open to seniors and graduate students.

An analysis and appraisal of private health, welfare, and pension plans. The course will consider the origin and development of employer, union, and joint programs, and critical examination of the financing, administration, and general effectiveness of the plans. The problem of integrating private plans with public social security programs will be studied. Outside lecturers from business, unions, insurance companies, and government will be utilized.

*PUBLIC RELATIONS* (ILR) 490. Credit three hours. Spring term. Open only to seniors.

An analysis of the major types of public relations activities of industrial and labor organizations with emphasis on a critical appraisal of policies and methods for the effective presentation of their position to their own memberships, to government agencies, and to the public. Each student will prepare a case study in public relations on a particular question for an industrial or labor organization.

*PUBLIC POLICY AND INDUSTRIAL AND LABOR RELATIONS* (ILR) 491. Credit three hours. Spring term. For juniors and seniors by permission of the instructor.

This seminar will be oriented around the central theme of industrial and labor relations from the standpoint of governmental processes, including policy development and administration. A number of visiting lecturers from government, labor, management, and other agencies will participate in the seminar. Two-hour periods are scheduled to permit adequate discussion. On the days on which no outside lecturers are scheduled there will be presentations and discussions by the professor in charge and by members of the seminar. Quizzes, examinations, reports and outside readings will be an integral part of the course.

*COMPARATIVE LABOR RELATIONS* (ILR) 492. Credit three hours. Fall term. Open to seniors and graduate students.

A survey of historic and contemporary developments in labor relations in several countries. The social, economic, and legal structure of labor-management relations will be examined.

*SPECIAL STUDIES* (ILR) 499. Credit three hours. Either term.

Individual research by mature undergraduates under Faculty direction.



## COURSES FOR STUDENTS IN OTHER DIVISIONS OF THE UNIVERSITY

A number of special courses described below are offered by the School for students from other colleges in Cornell. In addition, many of the other courses offered by the School can be elected by students from other divisions. Those interested in taking courses in the School should check the prerequisites and enroll through the advisers in their colleges.

*SURVEY OF INDUSTRIAL AND LABOR RELATIONS* (ILR) 293. Credit three hours. Either term.

A survey for students in other divisions of the University. The course will include an analysis of the major problems in industrial and labor relations: labor union history, organization, and operation; labor market analysis and employment practices; industrial and labor legislation and social security; personnel management and human relations in industry; collective bargaining; mediation and arbitration; the rights and responsibilities of employers and employees; the major governmental agencies concerned with industrial and labor relations.

*PUBLIC ISSUES IN INDUSTRIAL AND LABOR RELATIONS* (ILR) 294. Spring term. Prerequisite: ILR 293 or consent of instructor. (Not offered in 1951-52.)

A limited number of current issues will be selected as a means of analyzing such basic social problems as the full employment of labor and resources; instability and security; freedom and control; minimum levels of economic welfare. Designed for students who are not majors in Industrial and Labor Relations.

*PERSONNEL FUNCTIONS OF SUPERVISION* (ILR) 461. Credit three hours. Either term. Seniors and graduate students. Not open to ILR undergraduates.

The responsibilities of the supervisor in planning, organizing, scheduling, and directing employee work effort; in selecting, training, motivating, rating, and compensating employees; in developing techniques for interviewing, adjusting complaints and grievances, and aiding in the solution of employee problems; in understanding aspects of protective labor legislation, labor relations law, and social security affecting employees supervised; and in maintaining adequate personnel records and reports; the supervisor's relationship to the union. Selected readings, case studies, discussions, and problems.

# *The Graduate Program*

## ORGANIZATION OF GRADUATE WORK IN INDUSTRIAL AND LABOR RELATIONS

THROUGH the Graduate School of Cornell University the School of Industrial and Labor Relations offers an opportunity for candidacy for the degrees of Master of Science in Industrial and Labor Relations (M.S. in I.L.R.), Master of Science (M.S.), and the Ph.D. Students interested in working for the degree of Master of Science in Education (M.S. in Ed.) may become candidates for this degree with specialization in Industrial Education.

The degree of Master of Science in Industrial and Labor Relations (M.S. in I.L.R.) provides for broad coverage in the field of industrial and labor relations plus a limited opportunity for specialization for those candidates who anticipate general professional work but who have limited previous training in the field. The Master of Science (M.S.) provides for specialization in selected areas of study for those with more specific interest and with substantial previous preparation in the field. The Master of Science in Education with a major in Industrial Education (M.S. in Ed.) is designed to prepare persons with experience in industrial arts or vocational or technical education for advanced positions in teaching and administration.

Work leading to the Doctor of Philosophy degree is designed to give the candidate a thorough knowledge of selected areas as well as comprehension of the broad field of industrial and labor relations and to train him in the methods of research and scholarship in that field. The Ph.D. candidate is expected to maintain a high grade of achievement and to show evidence of ability in independent investigation and study.

Residence, language, and other detailed requirements for the degrees of Master of Science, Master of Science in Education, and the Ph.D. are described in the *Announcement of the Graduate School*. Candidates for these degrees are advised of action by the Division which requires that the candidate provide the Library of the School of Industrial and Labor Relations with a copy of the completed thesis or problem. Certain of the general requirements for these degrees are described below. The requirements for the degree of Master of Science in Industrial and Labor Relations are, with the approval of the Graduate School, administered by the School of Industrial and Labor Relations and are described in detail below.

## ADMISSION OF GRADUATE STUDENTS

Admission to graduate standing is determined by the Dean of the Graduate School. Candidates for advanced degrees in the field of industrial and labor relations will be recommended to the Dean of the Graduate School for admission in terms of the following criteria:

1. The nature and quality of previous academic preparation.
  - a) The Master of Science in Industrial and Labor Relations: the applicant should have undergraduate preparation in business administration, engineering, liberal arts, or other appropriate fields of such quality and breadth as to indicate his competence for graduate study in industrial and labor relations.
  - b) The Master of Science or Ph.D.: the applicant should have previous academic training in social science with emphasis in one or more of the following fields: economics, industrial relations, industrial education, labor problems, personnel management, psychology, sociology, statistics.
  - c) The Master of Science in Education with a major in Industrial Education: the applicant should have backgrounds including trade, technical, or industrial arts training and/or relevant industrial or teaching experience.
2. The capacity for graduate study.

Results of the Graduate Record Examination and other test data are recommended and may be required. In addition the School desires interviews with all applicants for graduate study.
3. Work experience.

Practical experience with labor, management, and government agencies dealing with industrial and labor relations or, with respect to those with a major in Industrial Education, experience in industrial teaching or administration of Industrial Education is an important aspect of the admission requirement.

For admission to candidacy for the M.S. in I.L.R. degree, the candidate must present a minimum of nine months of approved full-time work experience of a suitable nature or a plan for obtaining it before completion of the course requirement for the degree.

Applications for admission to graduate study should be in the hands of the Dean of the Graduate School by March 1 for September admission and by December 1 for February admission.

Prospective graduate students are advised that the School of Industrial and Labor Relations desires interviews with applicants. If at all possible, persons interested in admission should arrange for a visit to Ithaca. Inquiries concerning admission interviews should be directed



to the Director of Student Personnel, New York State School of Industrial and Labor Relations.

### EXPENSES FOR GRADUATE STUDENTS

A Tuition Fee of \$150 a term is to be paid by all students registered in the Graduate School.

A General Fee of \$45 a term is payable at the beginning of each term.

A Matriculation Fee of \$30 is required of every student upon his first entrance into the University. Of this amount \$18 is in anticipation of the Matriculation Fee and \$12 is to be held until graduation or withdrawal as a guaranty fee against outstanding bills.

A Graduation Fee of \$10 is required at least ten days before the degree is to be conferred.

Graduate students who attend classes in the Summer Session must pay a tuition fee of \$77 for each Summer Session.

A graduate student who is registered in the Summer Session must pay a health service and infirmary fee of \$13.

Any student who owns, maintains, or operates a motor-driven vehicle in Tompkins County is required to register his vehicle and to pay a registration fee of \$2 a term.

### GRADUATE ASSISTANTSHIPS, SCHOLARSHIPS, AND FELLOWSHIPS

#### GRADUATE ASSISTANTSHIPS

The position of graduate assistant in the School of Industrial and Labor Relations is designed to provide the School with qualified personnel for various types of work of importance to the School and at the same time to provide educational opportunities for outstanding graduate students. The graduate assistantship assignment is such that during the academic year the assistant spends twenty hours a week on various types of work, such as assisting in instruction, research projects, or extension work. Residence credit for holders of these graduate assistantships is limited to three-quarters' residence per term.

The stipend provided by the assistantship is \$1200 for the academic year or \$1600 for a calendar year plus tuition in the Graduate School. The assistantship does not cover fees in the Graduate School or tuition in the Summer Session. Applications for graduate assistantships to begin in September should be received not later than March 1 and for February, not later than December 1.

Additional opportunities for obtaining experience in research are normally available for graduate assistants during the summer months. Compensation for summer work is in addition to the regular assistantship stipend during the academic year. Under certain circumstances residence credit may be earned during the summer.

Applicants for admission to graduate study in Industrial and Labor Relations who are interested in applying for graduate assistantships should write to the Director of Student Personnel, New York State School of Industrial and Labor Relations, for application material.

#### SCHOLARSHIPS AND FELLOWSHIPS

The Graduate School of Cornell University has a limited number of tuition scholarships which are awarded annually to qualified students. In addition, the School of Industrial and Labor Relations has available four tuition scholarships normally awarded to students from foreign countries. Applications for these scholarships should be made to the Dean of the Graduate School by March 1.

Funds granted to Cornell University by the Carnegie Corporation of New York permit the appointment of fellows in Industrial Psychiatry. The purpose of the fellowships is to provide an opportunity for trained psychiatrists to study at the New York State School of Industrial and Labor Relations and to apply psychiatric knowledge and methods to the problems of industry in actual plant situations. The fellowships are granted for a period of two years. Applicants must hold an M.D. degree, and have completed a minimum of two years of approved training in psychiatry.

Attention is also directed to the Graduate School's *Announcement* in which are described additional scholarship and fellowship opportunities available through the Graduate School of Cornell University.

### DEGREE REQUIREMENTS

#### RESIDENCE

A minimum of two terms of residence for the Master's degree and six terms of residence for the Ph.D. degree has been established by the Graduate School. The program requirements for both the degree of Master of Science in Industrial and Labor Relations and the Master of Science are such, however, that under most circumstances a minimum of three terms of study will be necessary. More than three terms may be required, depending on the adequacy of prior preparation, the academic work load, and similar factors. Less than three terms, but not less than two terms, of academic work in the School may satisfy the requirements for the Master of Science degree in cases where the candidate has had unusually adequate preparation before entering candidacy. Under appropriate circumstances and with the approval of the Dean of the Graduate School, residence credit can be earned during the summer. Graduate students who hold assistantships requiring up to twenty hours of work a week for the School are limited to a maximum of three-fourths of a term of residence credit each semester.

## ACADEMIC PROGRAMS

*Master of Science in Industrial and Labor Relations*

A candidate for the degree of M.S. in I.L.R. follows a program of study designed to fulfill the requirements outlined below. In planning the program of study the candidate is aided by an adviser and may arrange his program to permit flexibility in the sequence of courses and seminars in meeting the requirements. Three terms of graduate work or the equivalent will be required as a minimum for the program of study. The minimum course requirement for the program is twelve courses or seminars. In addition to the formal requirements, candidates will in many instances want to spend time on special reading, informal study, or course work and will be encouraged to do so with appropriate relation to interest, prior preparation, and objectives.

There are four basic requirements for the M.S. in I.L.R. degree, as follows:

*Requirement A.* Candidates will be required to demonstrate competence in each of the eight subject matter fields of the School. The requirements may be satisfied in any one of three ways:

1. By enrolling in and completing the basic course listed below for the particular area.

2. By passing the final course examination in the basic course without having enrolled in the course.

3. By exempting the basic course upon recommendations of the adviser and the instructor in the basic course and upon the submission by the instructor of appropriate evidence indicating basis for exemption. Final action with respect to exemptions is by the Graduate Committee.

Candidates who demonstrate competence in meeting Requirement A by examination or by exemption may elect, in consultation with their adviser, other courses or seminars to fill out their program. In any case, however, a total of eight courses or seminars will be needed to satisfy Requirement A. The basic courses under Requirement A are as follows:

Collective Bargaining 500

Economic and Social Statistics 510

Human Relations 520

Industrial Education 530

Labor Market Economics and Analysis 540

Labor Union History and Administration 550

Personnel Administration 560

Social Security and Protective Labor Legislation 570

*Requirement B.* Candidates will be required, in addition, to complete satisfactorily four graduate seminars or courses either from within

the School or elsewhere in the University determined in consultation with the student's adviser. One of the four seminars or courses shall be in Report Writing. The seminar in Report Writing is planned as one which will provide practice in the finding of material and its presentation in appropriate report form. It is expected to be taken early in the student's graduate program.

*Requirement C.* Removal of any deficiency in the required minimum of nine months of work experience. Note the admission requirement stated on page 28.

*Requirement D.* Satisfactory completion of a final comprehensive examination in the field of industrial and labor relations. The comprehensive examination shall be taken near the end of the third term unless, in the opinion of the Graduate Committee, unusual circumstances warrant a change. The result of the student's comprehensive examination and grades in course work will constitute the basis for recommendation for the degree by the Industrial and Labor Relations Division of the Graduate School.

#### *Master of Science*

A candidate for the Master of Science (M.S.) degree works under the direction of a Special Committee composed of two members of the Faculty. For the degree of M.S., one major and one minor subject other than Industrial and Labor Problems must be selected from the list on page 33. The specific courses to be taken by a candidate will be arranged with the approval of the candidate's Special Committee. In addition to courses and seminars available in this School, candidates may select offerings from other divisions of the University. The candidate for the M.S. degree must complete an acceptable thesis. The thesis is ordinarily written in the candidate's major field and under the direction of the Chairman of his Special Committee. Details as to courses, thesis, and examination requirements may be determined after the selection of the Special Committee.

#### *Doctor of Philosophy*

A candidate for the Ph.D. degree works under the direction of a Special Committee composed of three members of the Faculty. Programs for Ph.D. candidates are arranged and approved by the Special Committee in accordance with the following general requirements for the Ph.D. degree:

1. A minimum of six terms of residence as a graduate student.
2. The satisfactory completion, under the direction of a Special Committee, of work in one major subject and two minor subjects. The candidate is encouraged to take one of the minor subjects outside the School.

3. Certain requirements in foreign language.
4. The presentation of an acceptable thesis.
5. The passing of a qualifying examination and a final examination.

The candidate is advised to consult the Graduate School's *Announcement* for further details concerning the requirements for the above degrees.

#### APPROVED MAJOR AND MINOR SUBJECTS FOR THE M.S. AND PH.D. DEGREES

Collective Bargaining, Mediation, and Arbitration

Economic and Social Statistics

Human Relations

Industrial and Labor Problems (available as a minor for candidates majoring in fields outside Industrial and Labor Relations)

Industrial Education

Labor Market Economics and Analysis

Labor Union History and Administration

Personnel Administration

Social Security and Protective Labor Legislation

Candidates for the M.S. and Ph.D. degrees proposing to major or minor in Industrial and Labor Relations must select areas of specialization from the above subjects. Candidates for the Master of Science in Industrial and Labor Relations do not select majors or minors but, rather, follow a program designed to provide broad coverage and some specialization in the field of Industrial and Labor Relations.

For both the M.S. and Ph.D. degrees emphasis is placed upon independent study and research. The following are minimum requirements prerequisite to the independent investigations required for these degrees:

**COLLECTIVE BARGAINING, MEDIATION, AND ARBITRATION.** For a major in this subject, the candidate must show knowledge of (1) the history, current developments, and issues in labor relations, collective bargaining practices and procedures; (2) the content of trade agreements in different types of industry; (3) state and federal legislation in the field of labor relations, collective bargaining, mediation, and arbitration; (4) leading cases in the field of labor law; (5) administrative agencies and their functions.

For a minor, (1), (3), and (5) are required.

#### **ECONOMIC AND SOCIAL STATISTICS.**

For a major in this subject the candidate must show (1) good command of the principles of statistical reasoning; (2) proficiency in the use of statistical methods and in the processing of statistical data; (3) qualified skill in the application of proper statistical tools of analysis to a specific topic in economics or social studies, including a thorough knowledge of statistical sources; (4) knowledge of differential and integral calculus.

For a minor, (1), (2), (3) are required, the level being less advanced than for a major.



*HUMAN RELATIONS.* For a major in this subject, the candidate must present (1) acquaintance with the fields basic in human and social behavior including biology, the physiology of the nervous system, and the psychology of the individual; (2) comprehensive knowledge of relevant areas in social psychology and cultural anthropology, especially the fundamentals of individual and group behavior and the nature of institutions; (3) familiarity with the principal human relations problems commonly found in industrial and labor relations and the bearing of these problems on other fields such as collective bargaining, labor organization, management organization, economics, and law; (4) knowledge of the problems involved in the relationship between industries and communities; (5) thorough knowledge of pertinent research techniques and methods employed in human relations problems; (6) knowledge of resources generally available in educational techniques and in community services that have bearing on human relations problems.

For a minor, (1), (2), and (3) are required.

*INDUSTRIAL AND LABOR PROBLEMS.* (Offered as a minor only to graduate students in fields of study other than Industrial and Labor Relations.)

A candidate for an advanced degree must have a general understanding of the subject matter in the field of Industrial and Labor Relations. In order to prepare for a minor in this field, the candidate will normally complete three to five courses in accordance with a program approved by his special committee.

*INDUSTRIAL EDUCATION.* For a major in this subject, the candidate must show (1) comprehensive understanding of industrial and technical education programs in public institutions, private institutions, and industry; (2) ability to develop analyses for instructional purposes and prepare an educational or training program based upon analyses; (3) understanding of economic, social, and scientific factors which may modify industrial and technical education programs; (4) understanding of instructional methods and their application in learning situations; (5) ability to apply administrative and supervisory principles to industrial and technical education programs; (6) detailed knowledge of bibliographies and sources of information in this field.

For a minor, (1), (2), (4) are required.

*LABOR MARKET ECONOMICS AND ANALYSIS.* For a major in this subject, the candidate must show (1) comprehensive knowledge of the factors governing labor supply and demand; (2) thorough understanding of basic economic processes, especially in relation to employment, national income, production, wages, prices, and profits; (3) qualified skill in analyzing some specific labor market relationship such as manpower, labor mobility, wage determination, wage differentials, changes in wage structures, productivity, labor costs, or consumer incomes and expenditures; (4) competence in the use and application of quantitative methods; (5) knowledge of the history and the literature related to the subject.

For a minor, (1), (2), and (4) are required. When this subject is elected as a major, Labor Economics may not be elected as a minor.

*LABOR UNION HISTORY AND ADMINISTRATION.* For a major in this subject, the candidate must present (1) a working knowledge of the history of the American labor movement; (2) a working knowledge of the government and administration of the American labor movement; (3) specific and detailed knowledge of the history, government, and administration of international and national labor unions in the United States; (4) familiarity with types of union leadership and rank-and-file behavior; (5) familiarity with the history, government, and administration of labor movement in other countries; (6) detailed knowledge of the bibliography and sources of information in this field.

For a minor in this subject (1), (2), and (6) are required.

*PERSONNEL ADMINISTRATION.* For a major in this subject, the candidate must present (1) comprehensive knowledge of the general principles of administration, including personnel organization and operation; (2) ability to appraise critically personnel methods and procedures; (3) knowledge of labor and industrial legislation and functions of government as they relate to the personnel function; (4) knowledge of business and labor organizations and their impact on personnel relations; (5) insight concerning the basic attitudes modifying the relationships between individuals, groups, and organizations; (6) detailed knowledge of the bibliography and sources of information in this field.

For a minor, (1), (2), (3), and (6) are required.

*SOCIAL SECURITY AND PROTECTIVE LABOR LEGISLATION.* For a major in this subject, the candidate must show (1) familiarity with the sources and nature of insecurity; (2) a comprehensive knowledge of the origin, development, constitutionality, and administration of legislation in such fields as labor relations, minimum wage, hours, protection of women and children, discrimination and civil rights, health and safety, workmen's compensation, and social insurance; (3) a knowledge of the efforts of labor, industry, and the community to meet these problems on a voluntary basis; (4) familiarity with one special field of legislation, and the administrative and legal experience in that field; (5) knowledge of the past and current proposals for improving and extending legislation.

For a minor, (1), (2), and (5) are required.

## GRADUATE COURSES AND SEMINARS

### GRADUATE COURSES

Designed primarily for students in candidacy for the M.S. in I.L.R. degree. Open to other graduate students upon consent of instructor.

*COLLECTIVE BARGAINING, MEDIATION, AND ARBITRATION* (ILR) 500. Fall and spring term.

A comprehensive study of collective bargaining with special emphasis being given to legislation pertinent to collective bargaining activities as well as to the techniques and procedures of bargaining and to the important substantive issues that come up in negotiation and administration of the collective agreement. Attention will also be given to problems of handling and settling industrial controversy.

*ECONOMIC AND SOCIAL STATISTICS* (ILR) 510. Fall and spring term.

For graduate students who have not taken a course in statistics or who wish to take a refresher course. Emphasis will be placed on discussion of technical aspects of statistical analysis, and on initiative in selecting and applying statistical methods to research problems. The subjects ordinarily covered will include analysis of frequency distribution, time series (including index numbers), regression and correlation analysis, and selected topics from the area of statistical inference.

*HUMAN RELATIONS* (ILR) 520. Spring term.

For graduate students who have had little or no formal training in human relations. The course will be intensive and will review the principal areas of human relations in industry.

*INDUSTRIAL EDUCATION* (ILR) 530. Fall and spring term.

A graduate course providing a broad overview of educational principles and practices pertaining to training within industry, workers' education, and industrial education in public and private institutions. Basic principles of adult education; methods of teaching adults; development of courses of study; appraisal and development of

instructional materials; organizational patterns of program; legislation affecting industrial education; interrelationships between public industrial education, management, and organized labor.

*LABOR MARKET ECONOMICS* (ILR) 540. Prerequisites: Graduate standing, and either six semester hours of college economics or consent of instructor. Fall term.

A comprehensive treatment of the economic aspects of the employment of labor. Applications of theory, history, and recent findings to the analysis of the demand and supply of labor under defined conditions. Employment, wages, and employee benefits in relation to the operation of the industrial enterprise and the functioning of the economy as a whole.

*LABOR UNION HISTORY AND ADMINISTRATION* (ILR) 550. Fall term.

A systematic survey of the history and administration of the American labor movement, with special emphasis on developments since 1890; an analysis of the internal structure and administration of labor unions as reflected in their constitutions, ranging from the level of the national AFL and CIO to the local unions and shop committees; and an appraisal of the realities of union administration as distinguished from the constitutional provisions. In addition, each graduate student will be required to study the history, government, and administration of an international union of his choice.

*PERSONNEL ADMINISTRATION* (ILR) 560. Fall term.

A basic graduate course covering the major areas of personnel administration. Emphasis will be placed on the staff and service functions including relationship of personnel to other operations; functions of the personnel administrator; organization of the personnel functions; personnel policies; communication; recruitment, selection and placement; promotion and transfer; job analysis; service ratings; training; hours and wages; morale, safety, and health; employee services; and personnel research. Extensive readings from the literature in the field, problems, case studies, and discussions.

*SOCIAL SECURITY AND PROTECTIVE LABOR LEGISLATION* (ILR) 570. Spring term.

A course dealing primarily with the fundamental aspects of employee protection and income security. Emphasis will be placed upon state and federal minimum wage and hour laws, health and safety legislation, and the social insurances. The underlying causes of the legislation, as well as the legislative history, the administrative problems and procedures, and the social and economic impact of the legislation will be studied.

*RESEARCH METHODS AND REPORT WRITING* (ILR) 590. Fall and spring term.

Practice in the organization and writing of various kinds of reports with emphasis on functional nonacademic reporting. Considerable attention will be devoted to the use of documentary and published sources of information and statistical data. The course will also attempt through individual criticism and discussion to develop principles of exposition and to enable the student to construct reports of professional quality. Due consideration will be given to the subject matter interests of the student.

#### GRADUATE SEMINARS

*COLLECTIVE BARGAINING — LABOR RELATIONS LAW AND LEGISLATION* (ILR) 600. Fall term.

An intensive study of some of the more difficult phases of labor relations law and legislation, e.g., union security provisions in federal and state law; alleged monopolis-



tic practices of unions in relation to workers, employers, and the national economy; mass picketing and limitations on picketing; suits for damages by and against unions; rights of employees in industries affected with a public interest; scope of collective bargaining; national emergency strikes; free speech for employers; legal control of Communist-led unions; work jurisdictional disputes; rights of strikers; the boycott.

*COLLECTIVE BARGAINING — CONTRACTUAL RELATIONS.* (ILR) 601. Fall and spring term.

An intensive analysis of the substantive issues in labor-management relations. Special consideration is given to the techniques and procedures used in drafting and administering the collective agreement, with emphasis being placed on the day-to-day problems that grow out of the administration of labor-management relations.

*PROBLEMS IN LABOR LAW* (ILR) 602. Spring term. Given jointly with the Law School. Open to a limited number of seniors by permission of instructor.

Intensive analysis of selected groups of legal problems arising out of labor relations, based on documentary materials including briefs, minutes, court and agency proceedings. Weekly or biweekly written reports are required.

*LABOR LAW I* (Law) 43. Fall term.

Functions and processes of union representation of workers and of collective bargaining. Study of decisions and statutes relating to right of workers to act in combination, including legal aspects of strikes, picketing, and related activities; administration of Labor Management Relations Act relating to employers', unions', employees', and public's rights and obligations and to problems of representation; and court decisions under that act and the National Labor Relations Act.

*ECONOMIC STATISTICS* (ILR) 610. Fall term.

An analytical appraisal of statistical sources; methods, presentation, and interpretation in the field of industrial and labor relations. Each seminar will be given over to the study of one specific topic, such as design of complex experiments and sampling in economics, advanced theory, and analysis of index numbers, time series, etc.

*PROCESSING OF STATISTICAL DATA* (ILR) 611. Spring term. Prerequisite: one statistics course and permission of instructor. (Not offered in 1951-52.)

The organization of large-scale surveys; problems of recording data and of planning tabulations and computations in order to make efficient use of modern machine equipment.

*METHODS OF HUMAN RELATIONS RESEARCH* (ILR) 620. Fall term. Prerequisite: consent of instructor. (Students are expected to meet the transportation cost of field trips.)

Emphasis will be placed upon methods of interviewing, observation, and measurement of interaction. Students will be required to spend a minimum of one day a week in field work on an actual project or in a training experience.

*THE DYNAMICS OF PERSONALITY* (ILR) 622. Spring term. Permission of the instructor is required.

Individual motivations, patterns of behavior, and personality organization, and their developmental history. The students submit themselves in turn for questioning and analysis of the other members of the seminar.

*SUPERVISION OF INDUSTRIAL EDUCATION* (ILR) 630. Summer term.

Study of the nature and purpose of educational supervision; fundamental principles of supervision; techniques and methods of supervision; the planning and

organization of a supervisory program; the supervisor's responsibility for appraising the adequacy of equipment, materials, and supplies for instructional purposes; relationships of the supervisor to administrators and teachers; evaluation of student and teacher achievement.

*INDUSTRIAL EDUCATION (ILR) 631. Spring term.*

A graduate seminar dealing with problems of special importance in the field of public industrial and technical education at the present time. Current socioeconomic developments which have bearing on industrial education; growth of adult and post-secondary programs of industrial and technical education; work-experience training for youth; changing patterns of educational administrative districts; integration of general and vocational education, with its impact on curriculum; evaluation of programs.

*ADMINISTRATION OF INDUSTRIAL EDUCATION (ILR) 632. Summer term.*

Study of administrative practices in industrial and technical schools. Relationships of the administrator with other school officers; advisory committees and their functioning; public relations; problems of plant and equipment; budgetary procedures; staff personnel relations; teacher selection and induction; student personnel procedures; evening school organization and administration.

*INDUSTRIAL EDUCATION IN SMALLER COMMUNITIES (ILR) 634. Summer term.*

The organization and conduct of industrial education programs serving smaller high schools or consolidated school districts. Emphasis will be placed upon diversified part-time cooperative programs, apprentice training classes and vocational schools, county unit programs, and intermediate school districts.

*LABOR MARKET ECONOMICS (ILR) 640, 641. Fall and spring terms, respectively.*

Application of source materials and interpretation of wage and employment information. During each semester the seminar will concentrate on the study of one specific topic within such areas as wage trends, employment levels, wages as costs, wage-price relationships, occupational wage differences, occupational interplant and interarea wage differences. This course is offered throughout the year, but students may be admitted either the first or second term.

*LABOR UNION HISTORY AND ADMINISTRATION (ILR) 650. Spring term.*

Special, intensive studies in the history, structure, administration, government, and internal management of labor unions and confederations of unions. During each semester a different phase of labor union history and administration will be examined. Examples of such problems, varying from semester to semester, are the problem of unity in the American labor movement; left-wing unionism; the purposes and techniques of great organizational drives; unions and political action; the role of business and unionism in American life; unions and the community; unions and international affairs; and the accomplishments of labor unions in such fields as education, banking, housing, pension systems, health and welfare services, cooperatives, public relations, and community services.

*THEORIES OF INDUSTRIAL AND LABOR RELATIONS (ILR) 651. Fall and spring term. Open to selected seniors with permission of instructor.*

Study of some of the more significant ideas of the role, aims, achievements, and failures of trade unionism in relation to society. Among works considered will be those of Adam Smith, John Stuart Mill, W. Stanley Jevons, Harold J. Laski, and Karl Mannheim, among British writers; and Richard T. Ely, John R. Commons,

Robert Franklin Hoxie, Elton Mayo, Selig Perlman, John Maurice Clark, and Sumner Slichter, among American writers.

*PERSONNEL ADMINISTRATION* (ILR) 660, 661. Fall and spring terms respectively.

A seminar in which intensive study will be made in a few selected areas of personnel administration, for example, development and implementation of personnel policies; supervisory development; communications; public personnel practices; comparative personnel practices; employee and performance ratings; attitude surveys; and grievances. Readings, case studies, discussions, and reports will be included.

*COMPARATIVE PROTECTIVE LABOR LEGISLATION* (ILR) 670. Spring term.

The seminar is designed to cover minimum wage and hours, child labor, women in industry, health and safety, and other types of protective labor legislation, in the United States and foreign countries. Emphasis will be given to the content of laws and their administration and also to the economic and social conditions which promoted the laws and the effects of the laws on the economy of the nation and the structure of industry. The seminar will consist of research reports, lectures, and discussions (with occasional visiting lecturers) on the various types of legislation under discussion.

*CURRENT ISSUES IN SOCIAL SECURITY* (ILR) 671. Fall term.

A careful examination of the basic and current issues arising in government, union, and management programs providing protection for income and essential services. The economic and administrative problems and interrelationships of private and public plans will be studied. Attention will also be directed to relevant foreign experience in social security. The course will be conducted as a seminar with readings of original documents, research reports, discussions, and occasional lectures.

*SPECIAL STUDIES* (ILR) 699.

Directed research in special problems.

## *Summer Session*

THE School of Industrial and Labor Relations, in conjunction with the University Summer Session, offers instruction for graduates, undergraduates, and Special Students. The courses are usually of six weeks' duration. The Summer Session offerings of the School are designed to meet the needs of persons in industry, labor, government, and education.

The Summer Session catalogue and application for admission are available from the Director of the Summer Session. A student planning to become a candidate for an advanced degree from Cornell University should apply for admission not only for the Summer Session but also to the Dean of the Graduate School.

Registration for the six weeks' Summer Session in 1951 will take place July 2, and classes will begin July 3, extending through August 11. A tentative list of courses which will be offered during 1951 includes:

### INDUSTRIAL EDUCATION

- ILR 333 Development of Written Instructional Materials
- ILR 335 Workshop — Development of Instructional Materials
- ILR 364 Training in Industry
- ILR 630 Supervision of Industrial Education
- ILR 632 Administration of Industrial Education
- ILR 634 Industrial Education in Smaller Communities
- ILR 637 Industrial Arts Instructional Material Workshop

### INDUSTRIAL AND LABOR RELATIONS

- ILR 293 Survey of Industrial and Labor Relations
- ILR 294 Public Issues in Industrial and Labor Relations
- ILR 350 Labor Union History and Administration
- ILR 392 Audio-Visual Methods
- ILR 470 Social Security
- ILR 490 Public Relations
- ILR 493 Sources and Materials for Teaching Social Studies
- ILR 510 Economic and Social Statistics
- ILR 520 Human Relations
- ILR 540 Labor Market Economics
- ILR 560 Personnel Administration
- ILR 612 Survey Research Methods

The program in industrial education is designed to serve the needs of persons interested in public school industrial education, including vocational-industrial education, technical education, and industrial arts education, and also of persons directly responsible for educational programs in industrial and labor organizations. In the field of industrial education in the public schools, the program points specifically toward preparing for leadership positions.

Continuing its practice of the past two years, the School will again offer a six weeks' seminar in personnel administration to meet the needs of business and industrial personnel. Enrollment in the seminar will be limited to approximately twenty persons who are engaged in, or who are about to be assigned to, personnel or industrial relations work. The program is planned to help those persons who have had business experience but lack extensive experience in personnel administration or industrial relations.

There will be other short institutes of one or two weeks' duration. Plans are being made for one or more such institutes in supervisory training and conference leadership, and another in wage and salary administration. In addition to the programs listed above, the School will consider requests to organize institutes of one or two weeks' duration to meet the specific needs in particular areas of the field of industrial and labor relations.

It is anticipated that a Post-Summer-Session of five weeks' duration will also be offered during the summer of 1951, with a consequent increase in opportunities for study.

## *The Library*

**B**ECAUSE of the nature of the subject matter with which the School is concerned, considerable emphasis has been given to the provision of adequate library service to supplement the resident teaching program and to assist the work of the Research and the Extension Divisions.

In addition to the resources of the University and other specialized libraries, the School has assembled a comprehensive book collection of more than 17,000 volumes in the field of industrial and labor relations. It receives regularly periodicals, labor union journals, business and industrial publications, press releases, and labor-management services. Important collections of noncurrent books and documents have been acquired, and additional materials are constantly being added.

Documentary materials provide original sources of data and offer opportunity for laboratory work by the student as well as furnishing resources for research by the School staff. A separate unit in the Library is carrying on the work of building up a documentary center which already includes extensive files of published and unpublished documents and records of labor organizations and industrial concerns. Comprised in the collection are collective agreements, supervisors' manuals, employee handbooks, pension plans, arbitration awards, federal and state labor and social security legislation, and legal documents on labor cases.

In order that the student may acquire facility and confidence in research methods and in the use of published material, guidance and reference services are made available to all students on an informal and personal basis. Restrictions in the use of library materials by students have been kept to a minimum, and the aim of the School has been to provide whatever the student may need in connection with his work as quickly as possible without discouraging barriers.

Through the Extension Division, books, pamphlets, and other materials are sent to extension classes throughout the State. These are loaned from the Traveling Libraries Section of the New York State Library or from the School library directly to the instructor, who at his discretion may loan them to his class.

Information service by mail to groups and individuals in New York State is a growing function of the Library. As a part of this service the Library prepares and distributes a semimonthly bulletin, *Abstracts and*



*Annotations*, summarizing current reports and periodical articles on problems with which the School is concerned. Through the extension of specialized library service beyond the limits of the Cornell campus, it is hoped to contribute to the accomplishment of one of the School's principal aims — the dissemination of authoritative information for the better understanding of the problems in industrial and labor relations.

## *Extension*

**T**HE EXTENSION DIVISION of the School offers educational services without college credit for labor, management, government, civic, and general public groups throughout the state. The extension teaching staff is made up of members of the School's Faculty and qualified persons from other schools and colleges, governmental agencies, management, and organized labor.

Educational services are arranged in each community to meet local needs and are given at times and places most convenient to the group concerned. Field representatives of the Extension Division consult with community leaders in the planning of programs for the general public and also meet with leaders of any group having an interest in industrial and labor relations to plan programs for the group.

Programs offered include organized evening classes, lecture series, conferences and institutes, and single lectures or forums. Conferences and institutes are conducted on the campus at Ithaca as well as in various New York State communities and usually run for periods of from one day to two weeks. Evening classes may be of any length but usually are held one evening a week for six to ten weeks.

Correspondence courses are not being offered at present.

Programs conducted by the Extension Division cover a wide variety of subjects related to industrial and labor relations. The range of such subjects is indicated by the following partial list: Personnel Administration; Introduction to Industrial and Labor Relations; Human Relations in Industry; Collective Bargaining; Role of Shop Stewards; Role of Supervisors; Labor-Management Relations Law; Social Security and Protective Labor Laws; History of the American Labor Movement; History of Labor Relations; Organized Labor, Management, and the Community; the Economics of Labor Relations; Accounting and Business Data in Labor-Management Relations; Group Leadership in Industrial and Labor Relations; Economics of Employment and Unemployment.

District offices of the School are located at the following addresses:

Capital District: 174 Washington Avenue, Albany 6, New York. Phone: Albany 53518.

Western District: 216 Hurst Building, Buffalo 2, New York. Phone Mohawk 9784.

Metropolitan New York City District: Room 507, 12 East 41st Street, New York 17, New York. Phone: Murray Hill 98353.

Persons interested in services of the School for general public programs or for programs for specific groups should address their inquiries to the nearest district office or to the Director of Extension, New York State School of Industrial and Labor Relations, Cornell University, Ithaca, New York.

## Research and Publications

THE research and information program of the School is concerned with the development of instructional materials for resident and extension teaching and investigation of problems of current and long-term interest in the field of industrial and labor relations. Through the office of the Research Director, the work of staff members is coordinated within the School and with research activities of other schools and agencies.

For the most part, research work is carried on by graduate students, by graduate assistants, and by staff members who also have teaching responsibilities. In addition, some professional members of the staff devote full time to research. An effort is made to arrange teaching schedules to give time for research to interested staff members. The type of research program which is being developed, therefore, reflects in part the special interests of graduate students and professional staff and involves the carrying on of a variety of projects simultaneously.

Significant research results and informational materials developed by the School are made available in a series of bulletins and in a School-sponsored series of books published by Cornell University Press. Bulletins are mailed free of charge to citizens of New York State and at a nominal price to out-of-state residents.

The School publishes the *Industrial and Labor Relations Review*, a quarterly professional journal. The journal carries articles, discussions, book reviews, and other items of interest to both laymen and students concerned with a wide range of labor-management problems.

Further information on the research program and other available publications can be obtained from the Director of Research, New York State School of Industrial and Labor Relations, Cornell University, Ithaca, New York.

